



## MEMORANDUM

**TO:** Superintendents, Principals, Guidance Counselors, and STN Administrators

**FROM:** Molly Chamberlin, Director of Data Analysis, Collection, and Reporting  
Karla Carr, Coordinator of Data Collection and Reporting

**DATE:** October 26, 2010

**SUBJECT:** Graduation Cohort and ECA Status Reports

The graduation cohort report for the class of 2010, as well as for future classes (2011-2013) is now available in Learning Connection. To access the report, go to the Learning Connection login page: <https://learningconnection.doe.in.gov/Login.aspx?ret=/default.aspx>. Enter your username and password, and then select Reports > Graduation Cohort Status. If you are a school administrator and are unable to view the report, contact [icsupport@doe.in.gov](mailto:icsupport@doe.in.gov) to ensure that your permissions for Learning Connection are set correctly.

The class of 2010 cohort was created using AT (Attendance) and prior years' PE (Pupil Enrollment) data submitted by schools through the STN application center. The 2010 cohort will update with your submissions of GR (Graduate) and DM (Dropout and Mobility). The cohort site updates four times a day, at 7AM, 10AM, 2PM, and 6PM. Please review your 2010 cohort and ensure that you have submitted the correct GR and DM data for those students.

**In accordance with IDOE policy, for students who left the school prior to the 09-10 school year and were not submitted as dropouts or mobile students at the proper time (on prior years' DM reports), because those reports have closed, it is not possible to submit dropout or mobility data on those students.**

For the class of 2011 and beyond, the graduation cohort status report is now utilizing Real Time (RT) data submissions to assign students to schools. As RT information is submitted throughout the year, the cohort status report will update on a real time basis to give you a truer picture of your cohort population. Make sure to check your future years' cohorts now to ensure that any student who needs to be reported on 09-10 DM is appropriately reported. For non-public schools that elect not to submit RT data, students in the class of 2011 and beyond who have not left your school (have not been reported on a DM report) will appear with a cohort status of "unknown" until your school has submitted AT (Attendance) data at the end of the 2010-2011 school year. Please note that accredited (including freeway) non-public schools are welcome to submit RT data if they choose to do so.

Please review the **Frequently Asked Questions** document for graduation cohort that is posted on the grad reports site prior to contacting IDOE, as many questions may be answered in the document. The FAQ document includes information about how the cohorts were created, as well as the differences in data sets used for the class of 2010 vs. the classes of 2011 and beyond. The FAQ also provides explanations for the various cohort status codes used in the report.

As noted in a prior memo dated October 8, the DM and GR reports have been open for submission since October 8, 2010. So that schools have enough time to submit and review cohort data, the DM and GR reports will remain open through **Friday, November 19**. Report signoff will be the week of November 22, with final signoff due no later than **Friday, November 26**. We anticipate that graduation rates will be released the first week of December.

For questions about the DM and GR reports, please contact STN support at (317) 232-0808 option 1 or [stn\\_support@doe.in.gov](mailto:stn_support@doe.in.gov). For questions about graduation rate, including the graduation cohort status reports, contact [gradrate@doe.in.gov](mailto:gradrate@doe.in.gov). For questions about how to log in to Learning Connection, or how to obtain a login and password or have a password reset, please contact [lcsupport@doe.in.gov](mailto:lcsupport@doe.in.gov).